OTE 86-8592

**2 JAN 1987**
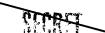
MEMORANDUM FOR:   Deputy Director for Administration

25X1   FROM:

Director of Training and Education

25X1   SUBJECT:   Recommendation for a Quality Step Increase -

25X1   1.   Your approval is requested to grant [ ] a Quality Step Increase (QSI) in recognition of his sustained superior performance during the period 5 June 1986 through 8 December 1986.

25X1   2.   Mr. Orenstein is a Television Production Specialist assigned to the Media Support Branch [ ]

25X1

25X1   from beginning to end. [ ] is one of those two people and accomplishes these unique tasks by being able to do all of the TV production disciplines.  This is a highly unusual situation
25X1   since [ ] skills would encompass seven different trade unions in the commercial TV market.  He performs videotape editing; studio and location camera work; studio and location lighting; audio mixing and boom operation; set design and construction; graphics creation using paint boxes and character generators; videotape operations during production, post production, and duplicating; and all related control room operations, such as switching and technical direction.

25X1

SECRET

**SUBJECT:** Recommendation for a Quality Step Increase -

25X1

25X1

25X1

5. Although [ ] has been eligible for retirement for several years, he still gives more than a full measure to a job that he loves. His dedication to his job is of immeasurable value to the Agency, and for this reason it is requested that your

25X1 approval be given for a QSI for [ ] in order to recognize his performance of excellence. There is every reason to

25X1 believe that [ ] excellent performance will continue.

25X1

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SECRET

25X1

SUBJECT: Recommendation for Quality Step Increase -

Attachments:
  A - Biographic Profile
  B - PARs (2)

APPROVED:

_____        _____
Deputy Director for Administration         Date

Distribution:
  Orig - Addressee, w/atts
     1 - DDA/CMS, w/o atts
     2 - DDA, w/o atts
     2 - D/OTE Chrono, w/o atts
     1 - C/PB/OTE w/atts
     2 - OTE Registry, w/o atts (Dummies)

25X1     1 -
       1 -

25X1    DA/OTE/C/PB            :sls (17Dec86)

3

SECRET